

## **JOB ANNOUNCEMENT**

The Oklahoma Department of Commerce is the primary economic development entity in the state. Our mission is to help create an environment where economic growth can occur. Our job is to bring jobs, investment, and economic prosperity to the state of Oklahoma. Through dynamic partnerships and innovative collaborations with companies, universities, not-for-profit organizations, and government leaders, we are building a business environment that supports business growth and shared community prosperity.

The Oklahoma Department of Commerce is seeking a Programs Planner I position. This position is a full-time position in the state government. Oklahoma Department of Commerce offers a comprehensive [benefits packet](#), including a generous benefit allowance to offset the cost of insurance premiums for employees and their eligible dependents. For more information about the benefit options and allowances, [\[click here\]](#). The annual salary for this position is up to \$55,000, based on education and experience.

Qualified applicants must submit a resume, cover letter, and a list of reference sources to Human Resources. [Apply online](#) or send documents via email to [recruiter@okcommerce.gov](mailto:recruiter@okcommerce.gov).

Review of applications will begin immediately. **The deadline to apply is Friday, July 22, 2022**

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**POSITION:** Programs Planner I  
**DIVISION:** Community Development  
**JOB LOCATION:** Oklahoma City  
**SALARY:** \$45,000 - \$55,000  
**JOB NUMBER:** J-766

### **RESPONSIBILITIES:**

- Position is primarily responsible for the management and success of assigned state and federal programs funded through the Oklahoma Department of Commerce (ODOC). These may include prescription assistance programs, nutrition programs, and rural economic development programs.
- Develop Request for Proposals (RFP's) for eligible program activities.
- Develop policy and contractual language to meet program guidelines.
- Analyze program performance and determine training focus for improvement.
- Develop and maintain a program application process, including application submission and review.
- Ensure relevant standards, processes, statutes, and regulations are in compliance.
- Develop, manage, and implement strategies for long-term program goals and high performance.
- Develop and manage risk assessment tools to determine the capacity of applicants.
- Understand how different programs interlink and overlap.
- Work with ODOC teams to increase awareness of programs and their impact.
- Manage annual program appropriations, budgets, and expenses.
- Gather internal and external feedback to evaluate the effectiveness of processes and procedures.
- Report program performance to Legislative Staff, Division Director, and Team Leaders.
- Develop industry and community partnerships.
- Monitor performance of subgrantees and contractors annually and document in a written report
- 5% - 10% in-state and out-of-state travel may be required.
- Perform other duties as assigned.



**KNOWLEDGE AND SKILLS:**

Must have demonstrated leadership, communication, planning, and time management skills. The candidate must be conscientious and innovative. Knowledge of applicable federal and state laws pertaining to grants and general accounting knowledge are strongly preferred. The ability to balance and plan for competing demands while meeting deadlines is required.

**EDUCATION AND EXPERIENCE:**

Successful completion of a bachelor's or higher degree in business, project management, finance, political science, sociology, or related field.

**OR**

Five years of professional-level experience in a related field is preferred. Preference may also be given to candidates with project management or solicitation development experience.

**AA/EOE**

